



राजपत्र, हिमाचल प्रदेश

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, सोमवार, 21 फरवरी, 2011/2 फाल्गुन, 1932

हिमाचल प्रदेश सरकार

HIGH COURT OF HIMACHAL PRADESH, SHIMLA – 171 001

NOTIFICATION

Shimla the 22nd January, 2011

No.HHC/Admn.6(23)/74-XIV.—Hon'ble the Chief Justice in exercise of the powers vested in him under Rule 2(32) of Chapter 1 of H.P. Financial Rules, 2009, has been pleased to declare the Additional District and Sessions Judge (I), Kangra at Dharamshala as Drawing and Disbursing Officer in respect of the Court of Additional District & Sessions Judge (II), Kangra at Dharamshala and also the Controlling Officer for the purpose of T.A. etc. in respect of the establishment attached to the aforesaid Court under Head "2014 –Administration of Justice" with immediate effect till 1.2.2011.

BY ORDER
REGISTRAR GENERAL

ANIMAL HUSBANDRY DEPARTMENT**NOTIFICATION***Shimla-2, 1st January, 2011*

No.AHY-B(15)-14/2008.—The Governor, Himachal Pradesh, is pleased to notify the Job Profile of the Officers/Officials working in the Animal Husbandry Department, as per Annexure-A.

By order,

Sd/-

*Secretary (Animal Husbandry)
to the Government of Himachal Pradesh.*

JOB PROFILE**DUTIES AND RESPONSIBILITIES****OF****VARIOUS POSTS IN THE****DEPARTMENT OF ANIMAL HUSBANDRY****HIMACHAL PRADESH****CONTENTS**

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DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE DEPARTMENT OF ANIMAL HUSBANDRY, HIMACHAL PRADESH

1. DIRECTOR ANIMAL HUSBANDRY

- (1) Director, Animal Husbandry, being administrative and professional head of the Animal Husbandry Department in the State is responsible for the efficient working of his Department shall exercise all administrative and financial powers as adjoined upon the heads of the department in the Himachal Pradesh Government.
- (2) He shall act as Chief Technical Advisor to the State Government on all matters relating to Animal Husbandry and allied matters.

- (3) He shall control all animal husbandry affairs in the State and allied activities, for which any special instructions considered necessary for administrative and professional reason, shall be issued by him from time to time to his subordinate staff.
- (4) He shall submit to the Government budget and appropriation proposals in consolidated form for the whole department for consideration and approval.
- (5) All the reports and returns to the Government, monthly, quarterly, yearly, as required by the Government from time to time, in respect of the department shall be submitted by him or under his authority by any officers to whom he shall delegate the powers on his behalf.
- (6) Any major policy matter relating to the professional activities for example, breeding, import of animals, control of various diseases, expansion of professional work under health cover, carrying out operations at the farms etc. shall be under taken by him in consultation with two other senior officers of the Department who are specialists in their subjects.
- (7) He shall exercise all the powers delegated to him by the State Government from time to time and shall be directly answerable to the Government.

2. JOINT DIRECTOR ANIMAL HUSBANDRY (H.Q.)

- (1) The Joint Director, Animal Husbandry, Hqrs. shall assist the Director, Animal Husbandry in the performance of his duties and responsibilities.
- (2) He will be responsible for getting finalized all the establishment matters.
- (3) He shall be required to inspect the institutions under his Control and after inspecting the institutions will record inspection notes.
- (4) Any other job assigned by the Head of Department.

3. JOINT DIRECTOR (SLBP)

- (1) The Joint Director (SLBP) shall assist the Director, Animal Husbandry in the performance of duties and responsibilities.
- (2) He is one of the departmental members of HPLDB as such will assist the member secretary HPLDB in performance of day to day functioning of the project.
- (3) He is also controlling Officers of North Zone comprising Distt Kinnaur, Shimla, Solan, Sirmour, Bilaspur, Una and the area under the jurisdictions of Assistant Director (AH/B) Kaza in addition to his duties. He will also exercise all the administrative and financial powers attached to his post in the capacity of being controlling officer.
- (4) He will inspect at least 20% of the total institutions falling in his jurisdiction once in a year. He will also ensure that instructions/ guidelines given by him during the course of his inspection will be complied by the concerned staff.

4. JOINT DIRECTOR (ANIMAL HUSBANDRY) PALAMPUR

- (1) The Joint Director, Animal Husbandry shall assist the Director, Animal Husbandry in the performance of his duties and responsibilities.

- (2) He has been delegated with the powers of Head of office and DDO in respect of own office as well as Poultry Farm Palampur, Cattle Farm Palampur, Assistant Director (AP)(Palampur). He is also Controlling Officer of South Zone consisting of District Kangra, Kullu, L&S (except Spiti Valley), Hamirpur and Chamba. He will also exercise all the administrative and financial power attached to his post in the capacity of being controlling officer.
- (3) He will inspect at least 20% of the total Institutions falling in his jurisdiction once in a year. He will also ensure that instructions/guidelines given by him during the course of his inspection will be complied by the concerned staff.

5. DEPUTY DIRECTOR (ANIMAL PRODUCTION) HQRS.

- (1) To act as nodal officer or implementation of Frozen semen technology in the state and work as liaison officer between Govt. of India and state department of Animal Husbandry for the same.
- (2) To establish new frozen semen banks.
- (3) To procure equipment and appliances required for frozen semen banks and processing laboratories
- (4) To organize procurement of liquid nitrogen containers and other equipment for insemination centers.
- (5) To organize distribution of liquid nitrogen and semen straw to various field insemination centers.
- (6) To procure bulls for semen processing laboratories.
- (7) He will inspect the Sperm Station Palampur/Adhowal (Solan) twice in a year. Besides this Elite Cows selection process in each District once in a year will also be inspected by him.
- (8) To assist the Director, Animal Husbandry in respect of cattle improvement Programme in the Pradesh
- (9). To Assist the Director, Animal Husbandry, in formulation and implementation of various departmental Plan Scheme.
- (10) He will act as Public Information Officer (PIO) in respect of Directorate of Animal Husbandry (H.P.) under Right to Information act-2005.
- (11) Any other duty pertaining to Animal Husbandry activities as may be assigned by Director, Animal Husbandry.

6. DEPUTY DIRECTOR (EPIDEMIOLOGY) HQRS

- (1) He will study geographical, seasonal and regional distribution of different strains of Foot and Mouth Disease.
- (2) He will carry out systematic epidemiological studies of F.M.D. outbreaks, and serotyping of outbreak.

- (3) In addition to this, he will also look after the animal disease surveillance work of various diseases.
- (4) He will also carry out the sero prevalence of Bird flu (avian influenza).

7. DEPUTY DIRECTOR (POULTRY) HQRS

- (1) He will act as a nodal officer for all the poultry development project.
- (2) He will draw annual action plan for the development of Poultry activities in the state of H.P.
- (3) He will ensure efficient running of various poultry schemes operational in the state from time to time by monitoring them through inspections and progressing returns.
- (4) He will inspect all poultry farms, hatcheries and extension centers twice in a year to ensure their efficient functioning.
- (5) He will inspect the units of poultry birds given in each district once in a year.
- (6) He will render technical guidance to the staff working in various poultry institutions.
- (7) He will ensure efficient and proper utilization of revolving funds through A.D's/VO's posted in various poultry institutions.
- (8) He will ensure informing Govt. of India about the periodical progress of various poultry projects being financed by Central Govt.

8. DEPUTY DIRECTOR (ANIMAL HEALTH/BREEDING)

- (1) The Deputy Directors of the respective Districts will be the nodal officers who will be accountable for the entire departmental activities in their jurisdiction.
- (2) They will inspect all the institutions in their jurisdiction once a year in such a way that at the end of the year there should not be left any institution without conducting inspection.
- (3) They shall also be required to pay surprise visits occasionally, in addition to annual inspections so as to keep the staff alert and vigilant. During surprise visits, professional guidance and any other important instructions relating to the particular institutions be given.
- (4) They shall be required to attend all the District level meetings held in the respective Districts/ jurisdictions where their presence is needed.
- (5) All the supply of medicines, instruments and other such appliances to the institutions, under their control shall be made by them as per procedure prescribed by the Director, Animal Husbandry/Government.
- (6) For regulating the supply of medicines/instruments and other appliances, the concerned officers shall call for the indent from the Veterinary Officers on the

prescribed Form No. 44 who in turn will make a consolidated indent of all the institutions declared under their control.

- (7) They shall be authorized to transfer any surplus items from any institutions to any other institutions in their District or to the Central pool stock.
- (8) They shall also entertain any supplementary indent from any institution in addition to the annual indent, keeping in view any emergency or other related situation.
- (9) They shall ensure timely adoption of appropriate disease control measures within their jurisdiction and shall ensure supply of vaccine/medicines/sera for undertaking prophylactic measures.
- (10) On receipt of the report of outbreak of contagious disease in the prescribed Form No.104 from the Veterinary Officers they will ensure immediate supply of vaccine for the specific disease in case the same is not available with the respective Veterinary officers In charge of the institutions.
- (11) Subject to the provisions laid down in the rules prevailing, they will ensure that all obsolete items and unserviceable items, lying in a particulars institutions are written off, with a view to make the institutions work on modern and latest scientific lines. All such cases of writing off items exceeding the powers vested shall be sent to the next higher authority by the respective officers who will further ensure the passing of orders within a period of thirty days from the receipt of the same.
- (12) They shall organize exhibitions, Kisan Melas, Cattle and Poultry Shows with a view to popularize the programmes of the Department and shall also be guiding and supervising the extension work.
- (13) They shall be responsible for keeping a check that all the returns/informations are dispatched to superior officers by the prescribed due dates.
- (14) They will be responsible for monitoring the achievements made and physical and financial targets of the schemes for which they have been declared controlling officers by the competent authority and shall make appropriate evaluation and recommend remedial measures for any shortcomings. They will report to their controlling officer in case of any difficulty encountered during the course of implementation of the scheme.
- (15) They shall select suitable site for establishment of new departmental institutions.
- (16) If the institution is not located in govt. building, they will make all possible efforts to transfer the land in the name of department.
- (17) In case they are given any additional charge of any other post, they shall be vested with all the powers as per rules prevailing and shall also be entitled to the privileges, provided therein.
- (18) At the time of inspection, they shall attend to the following points:—
 - (a) Aptitude of the Staff towards the job assigned.

- (b) Progress of the work should be reviewed in comparison with the previous year with special reference to (i) No. of cases treated at the Hospital and on tour. (ii) Vaccination performed (iii) A.I. work (iv) Feed and fodder development (v) Scheduled caste component (vi) Follow up work.
 - (c) Maintenance of records/stores/stock cash etc. on proper lines.
- (19) They shall make provision of Rams and Ewes to the sheep breeders as per sheep breeding policy of Govt.
- (20) They shall arrange for poultry training to selected beneficiaries and provide chicks for backyard poultry farming.
- (21) They shall see that the SC/ST/Women get the benefits as per the govt. policy.

9. DEPUTY DIRECTOR (DAIRY)

- (1) To monitor the milk schemes work in the State.
- (2) To co-ordinate the activities of Himachal Pradesh Milk Fed with departmental schemes.
- (3) To assist the Director, Animal Husbandry in assessing the requirement of financial assistance to Himachal Pradesh Milk Fed.
- (4) To get the areas surveyed for potentiality of establishing milk schemes in the Pradesh.
- (5) To carry out the work relating to registration of milk plants under Milk & Milk Product order 1992.
- (6) Any other duties concerning Dairy Development in Himachal Pradesh as may be assigned by the Director Animal Husbandry, Himachal Pradesh.

10. AGROSTOLOGIST, DIRECTORATE OF ANIMAL HUSBANDRY.

- 1. He will assist the Director at the headquarter in:-
 - (a) Formulation of schemes and policies regarding feed and fodder developments lime Department.
 - (b) Monitoring of feed and fodder development schemes of the Department.
 - (c) Coordinating feed and fodder development activities with other departments like Forests, Agriculture and Horticulture etc.
- 2. Agrostologist will be responsible for implementation of feed and fodder development programme of the Department through the District Animal Husbandry Officer/Farm Managers.
- 3. Supervision/inspection of the working of fodder seed multiplication farm, fodder development activities at other livestock farms, demonstration plot in the farms fields.

4. He will render necessary technical knowledge regarding fodder development to the various agencies as and when needed.
5. Any other duty assigned by the Director, Animal Husbandry/Government from time to time.

11. ASSISTANT DIRECTOR (CATTLE PRODUCTION) HQR.

- (1) He is responsible for supervising the Cattle Development Schemes at the State Head Quarters.
- (2) He is responsible for opening of new institutions and upgrading of old institutions in the Pradesh.
- (3) He is responsible for monitoring the requirement and supply of the Sperm Station/ Semen Banks in the Pradesh.
- (4) He is responsible for monitoring the provision of A.I. facilities in Veterinary Institutions.
- (5) He is responsible for coordinating the Projects / Livestock Development Board / Budget and Planning at the State Hqrs.
- (6) He is responsible for coordinating Capital and Minor Works at the State Hqrs.
- (7) He will co-ordinate the registration of the cattle and Go-Sadans in the Pradesh.
- (8) He will co-ordinate Livestock Census work.
- (9) In addition, he has been assigned the job of Head of office and DDO in respect of the Directorate.
- (10) Any other job assigned by the Head of the Department.

12. ASSISTANT DIRECTOR (EXTENSION) HQRS.

- (1) The Assistant Director (Extension) shall assist the Director, Animal Husbandry in the performance of duties and responsibilities in respect of extension activities of the Department.
- (2) He is Nodal Officer NABARD Projects.
- (3) He will act as APIO in respect of Directorate under RTI Act, 2005.
- (4) He is member of Doordarshan Agriculture programme coordination committee.
- (5) Any other duty assigned by Director (AH) HP.

13. ASSISTANT DIRECTOR (SHEEP & WOOL) HQRS.

- (1) To assist the Director, Animal Husbandry to administer the working of State Sheep Breeding Farms engaged in the production of rams for upgrading the indigenous sheep flocks.

- (2) To assist the Director (AH) to administer working of Rabbit Breeding Farms, Horse Breeding Farm and Yak Breeding Farm.
- (3) To assist Director (AH) in maintaining liaison between department and H.P. Wool Fed. to monitor implementation of Sheep and Wool development projects.
- (4) To assist the Director, Animal Husbandry in the activities for the production of Sheep and Rabbit Wool in the State.
- (5) To assist Director, Animal Husbandry in maintaining liaison with Forest Department for implementation of programmes related to wild life.
- (6) To assist Director (AH) in monitoring Animal Birth Control Programme for stray dogs.
- (7) To act as nodal officer for taking initiative for implementing the welfare measures for Persons with Disability
- (8) Any other duty assigned by the Director, Animal Husbandry.

14. ASSISTANT DIRECTOR (R.P.) HQRS.

- (1) To monitor National Programme on Rinder Pest Eradication (NPRE) in the State.
- (2) To inspect veterinary check posts once in a year regarding there functioning.
- (3) In the event of outbreak of Rinderpest disease in any area of the Pradesh adjoining State under, as the Rinderpest Officer will formulate suitable control measures so that the disease could control in minimum possible time.
- (4) He will also adopt measures to check further spread of the disease.
- (5) To act as nodal officer for monitoring and containment of Bovine Spongiform Encephalopathy (B.S.E.) in the State.
- (6) Any other duty assigned by the Director Animal Husbandry.

15. ASSISTANT DIRECTOR (DISEASE INVESTIGATION LABORATORY)

- (1) On receipt of any information of any disease prevailing in his jurisdiction for which proper diagnosis cannot be made by the field staff for farm, he will immediately proceed on tour using quickest means of communication and shall get the approval subsequently from the competent authority for such tour.
- (2) He will carry with him necessary chemicals, stains, preservatives, glasswares and if need be other equipment for collection of material.
- (3) He will render spot advice for carrying out necessary preventive measures.
- (4) After completion of the investigational work, he will send the report to the local officer under intimation to the concerned Deputy Director.

- (5) While at the headquarter, when the specimens are received, he will see that all such specimens are entered in the specimen register and each specimen assigned the annual number. All the specimens received by him shall be acknowledged.
- (6) He will verify the stock and store at least once a year.
- (7) He will see that all reports and returns are sent to the concerned quarters in time.
- (8) It will be his responsibility to maintain upto date library for consultation and references.
- (9) It will be his responsibility to see that all equipment and appliances are in good working condition.
- (10) He will draw out the routine testing programme of the animals of the Government farms.

16. ASSISTANT DIRECTOR (EXTENSION) POSTED AT DISTRICT HEAD QUARTERS

- (1) To assist Deputy Director (Animal Health/Breeding) of the district in the discharge of various technical and developmental activities of the department.
- (2) Being declared as estate officer, he will take care of the maintenance of the Government properties (renovation, estimate preparation etc. of Govt. buildings).
- (3) He is the Authorized Officer on behalf of the department to defend the revenue cases pending in various courts in the Pradesh.
- (4) Land acquisition registry, mutation for the construction of new building at least 10 cases in a year in the district.
- (5) Scrutiny of write off cases, physical verification of ledger registers and stock book of medicines of Veterinary Institutions and pool store.
- (6) Organization of 2 sterility camps in a month and training of the farmers on management practices.
- (7) Surprise visit of vety institutions at least 7 days in a month Deputy Director (AH/B) should provide the vehicle for this purpose.
- (8) Urea enrichment treatment to be demonstrated in at least ten vety. Hospitals in a year and the facts on milk production to be verified (whether there is an increase/decrease in milk production).
- (9) Review of quarterly progress report and shortcoming to be conveyed to the S.V.O./V.O. (Target and Achievements).
- (10) Scrutiny of medicine indents and store etc. and further submission to the Directorate.
- (11) One Gosadan to be opened in a district. N.G.O's to be activated for this purpose to assist the Deputy Director (AH/B) in this matter.

(12) N.P.R.E. work

- (i) Day Book Inspection (O.P.D.) for Pyrexia, Stomatitis, Faecal Samples.
- (ii) Village search to be motivated in the field - whether they are sending the reports or not as 100% revenue villages are to be covered for stomatitis and village search programme.

(13) He will act as D.D.O of the office of D.D (AH/B).

(14) All files of the office of Deputy Director (AH/B) will be routed through him.

(15) The control of organizing the health camps in the district will also rest with him.

17. ASSISTANT DIRECTOR (CATTLE PRODUCTION) PALAMPUR

- (1) He will perform all the duties of Deputy Director (Animal Health/Breeding) in three Subdivisions of Palampur, Baijnath and Jaisinghpur.
- (2) In addition he will also perform the duties which Assistant Director (Extension) performs in the district.

18. ASSISTANT DIRECTOR (SHEEP DEVELOPMENT) BHARMOUR

- (1) He will perform all the duties of Deputy Director (Animal Health/Breeding) in Bharmour Division of Chamba in addition to implementing Sheep Development activities in that area.
- (2) In addition he will also perform the duties which Assistant Director (Extension) performs in the district.

19. ASSISTANT DIRECTOR (ANIMAL HEALTH/BREEDING) PANGI AT KILLAR

- (1) He will perform all the duties of Deputy Director (Animal Health/Breeding) in Pangi.
- (2) In addition he will also perform the duties which Assistant Director (Extension) performs in the district.

20. ASSISTANT DIRECTOR (ANIMAL HEALTH/BREEDING) SPITI AT KAZA

- (1) He will perform all the duties of Deputy Director, (Animal Health/Breeding) in Spiti Division of Lahaul & Spiti.
- (2) In addition he will also perform the duties, which Assistant Director (Extension) performs in the district.

21. ASSISTANT DIRECTOR (ANIMAL PRODUCTION)

- (1) He will supervise processing/procurement of quality semen straws in the Sperm Stations/Semen Banks.
- (2) He will be responsible for smooth and efficient functioning of Liquid Nitrogen Plants.

- (3) He will supervise and arrange for timely supply of semen straws and Liquid Nitrogen to field institutions.
- (4) He will arrange for maintaining adequate supply of equipments/ instruments related to A.I. to the field institutions.
- (5) Any other duty assigned by higher authorities.

22. ASSISTANT DIRECTOR (PROJECTS)

- (1) He will assist the Deputy Director (Animal Health/Breeding) of the district in the effective implementation of various Projects/schemes/Programmes pertaining to Animal Husbandry sector.
- (2) He will evolve a strategy to understand the problems of the livestock owners and then prepare consolidated information/proposal for the district as per the felt needs of the people and submit the same to higher authorities for consideration and approval.
- (3) He will assist the Deputy Director (Animal Health/Breeding) in looking after the working of Gosadans situated in the district and will visit each Gosadan once a month. If there is any deficiency/problem in its working he will bring it to the notice of the Deputy Director (AH/B) and get it rectified/solved.
- (4) He will be responsible for the effective implementation of Cattle Herd Registration scheme (C.H.R.S.).
- (5) He will provide regular feedback of success stories and problems faced by the livestock breeders to the Deputy Director (Animal Health/Breeding) and make all efforts to document them.
- (6) He will plan and organize Animal Health camps as well as Animal Awareness campaigns.
- (7) Any other job assigned by the higher authorities.

23. ASSISTANT DIRECTOR (CATTLE FARMS)

- (1) As the designation indicates, he shall be responsible for general management and to see that records are properly maintained at the farm. It will be his duty to see that the farm land is absolutely protected and see that encroachments do not take place.
- (2) It shall be entirely his discretion to make as many sections as required in the farm and draw out a separate name for such section and its staff.
- (3) He shall draw up the breeding plan in accordance with the breeding policy laid down by the Director, Animal Husbandry.
- (4) He shall make out a list of animals to be culled every year Joint Director of the zone or representative of Director, Animal Husbandry will head the culling committee. The Farm Manager shall make arrangements to cull the animals as early as possible on the basis of performance records or other reasons to be specified in writing.

- (5) He will plan fodder cultivation operations for the year in the month of March, every year and shall accordingly work out the requirement of seeds, fertilizers and labour for obtaining sanction of the competent authority for the purpose, which shall accordingly be accorded by the competent authority well in advance.
- (6) It will be the duty of the farm manager to ensure that the land is managed efficiently and the produce of the farm is fully utilized for maintenance of Government livestock.
- (7) Although provision for green fodder for livestock is very much desirable, throughout the year, but where the agro-climatic conditions do not permit raising of green fodder throughout the year, the Manager shall make arrangements for conserving green fodder in the form of silage, during flush season and shall ensure that at least 5 kgs. of silage is made available to milking animals every day during the period when green fodder is not available.
- (8) He will work out the requirement of hay and concentrates in the month of March every year and shall submit the same for obtaining necessary sanction for its cutting, collection or purchase, which will be accorded to him by the competent authority. The collection of hay shall be undertaken right from the month of September and shall be completed within a reasonable period and properly stacked, so that the hay collected does not deteriorate quality-wise.
- (9) He will work out the requirement of casual labour in the month of March for the following financial year and the competent authority shall give the approval for the same.
- (10) To keep himself informed of the activities, the farm, Manager shall demand from Incharges of different sections a record sheet of a daily diary.
- (11) The farm manager shall supervise; attend treatment of animals in the farm dispensary for a reasonable period every day. He shall also physically take a round of fodder/grain store section at least once in a week. He shall do physical verification of feedstock at least twice a year.
- (12) In case of any serious disease/illness in the livestock for which he requires specialist opinion, he will inform the Deputy Director, Animal Husbandry, who will make immediate arrangement to have a specialist visit the farm and procure specific medicines required for treatment and take other necessary control measures.
- (13) He will be responsible for ensuring conduct of postmortem examination of the animals who die in the farm and will submit all the relevant documents as asked therein, to the Director, Animal Husbandry who will in turn write off the animals under the powers vested in him by the State Government within a reasonable period.
- (14) He shall initiate the annual confidential reports of all the Veterinary Officers, Agriculture Inspectors/Agriculture Sub-Inspectors and ministerial staff working under him and for other staff he shall be reviewing authority.

24. ASSISTANT DIRECTOR (SHEEP FARM)

- (1) He will be the technical and administrative head of the farm.

- (2) He will draw up annual action plan in the beginning of the year
- (3) He will breed the stock according to the breeding policy laid down by the prescribed authority
- (4) He will draw up list of animals to be culled, and the Joint Director of the Zone/ representative of the Director Animal Husbandry being head of the culling Committee, shall examine the animals as early as possible, along with two other members of the culling Committee i.e. D.D (AH/B) and A.D Farm.
- (5) Culled animals shall be disposed off by public auction as per Rules.
- (6) He will be authorized to dispose off by auction any animal which is suffering from some incurable disease or has suffered multiple fractures due to fall or some other cause.
- (7) He will visit the Sheep pen every day by rotation and will render guidance in treatment and management of the flock.
- (8) He will physically check the stock and store articles once in a year, and make a note at the end of each financial year.
- (9) He will draw up the migration programme well in advance and assign the duties to the staff to be engaged during migration and stay of animals at the alpine pasture
- (10) He will organize training programmes for farmers as and when directed.
- (11) He will seek prior permission for disposing off surplus livestock so that the distributions of-improved livestock in different areas is regulated. However he will endorse a copy of the distribution plan to Director Animal Husbandry.
- (12) The wool produced at the farm shall be marketed as per directions given to him by the Director and on the rates notified by the Government, after grading as per Bradford system. The lambing percentage productive (Performance) will be worked out as mentioned below:—
 - a. No of ewes available for breeding including all females above 18-months... (X)
 - b. No. of ewes tupped.....(Y)
 - c. Topping percentage $\frac{Y}{X} \times 100$
 - d. No. of ewes died between topping and lambing
 - e. No. of ewes culled/auctioned on the recommendation of culling committee.
 - f. No. of ewes sold.
 - g. No. of ewes available at the time of lambing (E).
 - h. No. of topped ewes available for lambing (D).
 - i. No. of ewes lambed.
 - j. No. of lambs born (A).
 - k. No. of abortions (B).
 - l. No. of still births (C).
 - m. Breeding efficiency on topped ewesA+ B+C D
 - n. Lambing percentage on:-
 - (i) Topped ewes A/D

(ii) Available ewes A/E.

- (13) He will check all relevant records/registers maintained by Farm Veterinary Officer.

25. ASSISTANT DIRECTOR POULTRY

- (1) He will draw an annual action plan of the farm under his control.
- (2) He will collect the demand of layers, broilers pertaining to his sector and hatching eggs from different agencies and will organize the production and chick distribution programme in terms of these requirements.
- (3) He will arrange for the supplies of poultry feed, poultry equipment and other inputs both for the farm under his control and for the interested private poultry farmers.
- (4) He will ensure that the routine programme like culling, vaccination, de-worming and other prophylactic measures are undertaken timely.
- (5) He will physically verify all stock and store at least once in a year and record necessary certificate to that effect at the end of the financial year.
- (6) He will render technical guidance to staff working under him.
- (7) He shall make the supply of medicines, instruments and other such appliances for the farms under his control as per procedure prescribed by the Director, Animal Husbandry/Government.
- (8) He will ensure that all obsolete and unserviceable items lying in the farms under his control are written off as per set procedure with a view to bring the institutions on modern and latest scientific lines.
- (9) In case of any serious disease/illness in the livestock for which he requires specialist opinion, he will inform the Deputy Director, (AH/B), who will make immediate arrangement to visit the farm and have the specialist visit the farm, as early as possible.
- (10) The feed for the farms will be procured from the sources approved by the Department/Govt.
- (11) Whenever hatching work is being done, at the centralized hatcheries, he will ensure that hatcheries function without any flaw and check the working of the staff by paying surprise visit during odd hours.
- (12) He will ensure timely purchase of parent stock, as per random sample test, after obtaining sanction of the competent authority.
- (13) He will be responsible for keeping a check that all the returns / information are dispatched to higher authorities by prescribed due date.
- (14) He will ensure that all the records of Poultry Farm are maintained properly.

26. TECHNICAL OFFICER (SHEEP AND WOOL) HQRS.

- (1) To assist the authorities to administer State Sheep Breeding Farms, Rabbit Breeding Farms, Horse Breeding Farm and Yak Breeding Farm.
- (2) To assist authorities in implementation of Sheep and Wool development programmes in the State.
- (3) To assist the authorities in implementation of Rabbit development programmes.
- (4) To assist the authorities in implementation of Horse and Yak Development Programmes.
- (5) To assist the authorities in activities related to Go-Sadans and Stray Cattle
- (6) To assist authorities in implementation of various rules and acts pertaining to the department.
- (7) To assist authorities in Project Formulation.
- (8) To maintain library of the Directorate.
- (9) To keep liaison with Mass media agencies like Radio, T.V, and News Papers for dissemination of information related to departmental activities.
- (10) Any other duties assigned by the Director (AH) from time to time.

27. VETERINARY OFFICER (POULTRY) HQRS.

- (1) To assist the Deputy Director (Poultry) in carrying out day-to-day activities for the development of poultry in the State.
- (2) To assist the Deputy Director (Poultry) in running of the Centrally/State sponsored Poultry Development Schemes efficiently.
- (3) To assist the Deputy Director (Poultry) in preparing the Project reports pertaining to Poultry as and when required.
- (4) To assist the Deputy Director (Poultry) in examining & scrutinizing various reports from the field.
- (5) To assist in examining & scrutinizing the vouchers pertaining to revolving fund available at the hatcheries prior to according sanction.
- (6) To assist Deputy Director (Poultry) in providing technical guidance to the various Govt. poultry farms for their smooth & efficient running.
- (7) To assist in the preparation of annual Hatch Schedule for various hatcheries.
- (8) Any other duty assigned by Director (Animal Husbandry).

28. VETERINARY OFFICER (D.I. LAB)

- (1) He will assist the Disease Investigation officer in the performance of his duties.
- (2) He will collect and process the material for investigation and diagnosis work.
- (3) To prepare stains, media and other solutions required for day to day laboratory work to keep and maintain charge of stock except store.
- (4) To supervise the working of Class-IV staff and Laboratory Assistant.
- (5) He will assist the Epidemiologist for diagnosing various disease outbreaks occurring from time to time in the State through specialized tests available in the Lab.

29. VETERINARY OFFICER (EPID.) HQRS.

- (1) To assist Deputy Director (Epid.) in collection, compilation and analysis of Animal Disease Surveillance Report.
- (2) To carry out the Bird flu activities in the State.
- (3) To carry out the work of All India Coordinator Research Project. (AICRP) on FMD for epidemiological studies on FMD and do FMD typing work.
- (4) To carry out RP-PPR differential diagnoses work using Elisa Technique.
- (5) To assist the Deputy Director (Epid.) in implementing the ASCAD Project in the State.
- (6) To assist the Deputy Director (Epid.) who is also the nodal officer for RDDDL Jalandhar.
- (7) Any other duty assigned by the Director (AH) HP.

30. SENIOR VETERINARY OFFICER

- (1) Being Incharge of the Sub Divisional Hospital, he will discharge the same duties as a Veterinary Officer discharges in the Hospital.
- (2) In addition he will co-ordinate the work of all the Institutions falling in the Sub Division in which he is posted.
- (3) He will maintain Casual Leave account of all the Veterinary Officers of all the Veterinary Hospitals falling under his jurisdiction.
- (4) All the reports of all the Veterinary Hospitals will be routed through him.
- (5) He will inspect all the Institutions falling under his jurisdiction at least twice in a year.
- (6) Any other duty assigned by the Deputy Director (AH/B).

31. VETERINARY OFFICERS POSTED IN VETERINARY HOSPITALS/C.V.DS

- (1) He will be over all In charge of the Institution where he is posted.
- (2) He will be responsible for attending to all out patients brought to the Hospital/Dispensary for diagnosis and treatment and where there is a facility to keep indoor patients, the same shall also be attended. He will maintain the out-door patient register properly.
- (3) Where indoor facility has been provided, it shall be his discretion to admit the patient keeping in view the availability of space and seriousness of the disease.
- (4) The patient shall be admitted entirely at the owner's responsibility and risk for which consent in Form No. 109 shall be taken from the owner who will also be responsible for its feeding, watering and attendance.
- (5) All the outdoor patients shall be got entered in the outdoor patients register. He will write prescription on the standard proforma for onward dispensing and issue of medicines by the Veterinary Pharmacist.
- (6) He will perform all minor and major operations after obtaining due consent from the owner, in writing.
- (7) He will submit indent for the supply of medicines/instruments and other such appliances yearly during the month of May. The annual indent shall be in a consolidated form for all the dispensaries and other institutions functioning under him.
- (8) The area of jurisdiction of the Hospital/C.V.D. shall be car-marked by the respective Controlling officer.
- (9) He will be authorized to place supplementary indents as and when required in addition to the annual indent to his controlling officer.
- (10) He will take steps to get all the obsolete items and unserviceable articles, lying in a particular institution, written off from the competent authority with a view to equip the institution on modern and latest scientific lines. He will ensure maintenance of all the records as prescribed by the competent authority.
- (11) All the staff subordinates to him working in the institution and other institutions, within his jurisdiction shall be under his control for the purpose of technical guidance and other administrative matters.
- (12) He is authorized to assign any additional work to his subordinate staff in the interest of the institution and its efficient working.
- (13) He will be required to chalk out his tour programme, in advance, with a view to provide. Extension services in his jurisdiction and to educate the farmers with better package of animal husbandry practices.
- (14) He will be responsible for keeping a check that all the returns, information's are dispatched to the superior officers by prescribed due date.

- (15) On receipt of the report of out-break of any contagious disease within his jurisdiction he will immediately proceed on tour using quickest means of communication and shall take all appropriate measures to contain and control that disease. He will send the out break information to his controlling officer for controlling of the disease and for performing vaccination/inoculation. He will be authorized to ask veterinary Pharmacist posted anywhere in his jurisdiction to do the same with a view to cover maximum No. of animals with prophylactic vaccination within a shortest possible time.
- (16) He will ensure that all the equipment/medicines/appliances are handled properly by the Veterinary Pharmacist in the institution.
- (17) He will pay surprise and periodical visits to the dispensaries within his jurisdiction so as to keep the staff alert and vigilant.
- (18) He will physically check the stock and store articles once in a year.
- (19) The Veterinary Pharmacist, on indent, which shall be countersigned by the Veterinary Officer, shall take out Incharge all the consumable articles including medicines from the store.
- (20) In case he encounters any difficulty in proper diagnosis/treatment, he should seek guidance from S.V.O./Controlling Officer who will take further steps to help him and guide him in all such professional matters.
- (21) He will be required to implement any scheme in the manner prescribed within his jurisdiction.
- (22) He will initiate the A.C.Rs of all the Class-III officials subordinate to him.
- (23) He is authorized to grant casual leave to all the staff working under him.
- (24) Where there is provision of slaughter houses, administered by the local bodies he will be required to perform the additional duty of slaughter house inspector for which he will be paid remuneration by that local body.
- (25) He will also be required to perform medico legal work/ Veterolegal cases including postmortem cases within his jurisdiction.
- (26) He will hold the charge of the stores drugs and surgical instrument of the Veterinary Hospital/ institution in the absence of Veterinary Pharmacist
- (27) He will take all preventive measures against fire hazards in the institution.
- (28) He will take part in the beneficiary oriented livestock improvement programme and perform A.I. in Cattle as per the latest technique.
- (29) He will inspect Veterinary Dispensaries in their jurisdiction twice in a year.

32. VETERINARY OFFICER (SPECIALIST) POSTED IN VETERINARY POLYCLINIC

(Note:-A Veterinary Officer holding a minimum of Master's degree in the field of Medicine, Gynaecology, Surgery and Pathology will be eligible to be posted here).

- (1) Veterinary Officer with at least M.V.Sc degree in Medicine, Gynaecology, Surgery and Pathology will provide specialized/referral services in Medicine, Gynaecology, Surgery and Pathology in their respective field of specialization.
- (2) The senior most Veterinary Officer amongst the four Specialists posted in the Polyclinic will act as Officer Incharge of the Polyclinic in addition to his own duties.
- (3) The overall administrative and financial control of Veterinary Polyclinic will remain with Deputy Director (Animal Health/Breeding) of the district concerned.
- (4) The Officer Incharge of the Polyclinic and other three specialists will also perform all the functions/duties of a Veterinary Officer in the addition to their specialist's job.
- (5) The officer Incharge will be responsible in coordinating the working of his colleagues in the Veterinary Polyclinics in organization of Animal Health Camps/Animal Awareness Camps in their area of jurisdiction.
- (6) Various Progressive Reports of the Polyclinics will be sent directly by the Officer Incharge to the Deputy Director (Animal Health/Breeding) of the district.
- (7) Any other job assigned by the higher authorities from time to time.

33. VETERINARY OFFICER POSTED IN SEMEN BANKS/SPERM STATIONS

- (1) He will be responsible for processing/procurement of quality semen straws.
- (2) He will be responsible for maintaining breeding bulls in optimum level of health and production.
- (3) He will be responsible for proper storage semen straws.
- (4) He will be responsible for keeping record of time schedule of supply of semen straws and liquid nitrogen gas to the field institutions.
- (5) He will be responsible for maintaining performance record of breeding bulls.
- (6) Any other duty assigned by the Assistant Director (AP).

34. VETERINARY OFFICERS POSTED IN CATTLE FARM

- (1) He will assist the farm manager in the proper maintenance and management of livestock allotted to him.
- (2) In case he is declared in charge of a section in the farm, all the staff subordinate to him shall be directly under his control and it shall be at his discretion to deploy the staff be fittingly subject to the job chart.
- (3) He will be responsible for proper implementation of breeding programme at the farm, which shall be communicated to him by the Farm Manager.
- (4) He will be responsible for getting all the livestock allotted to him properly vaccinated against the contagious diseases.

- (5) He will be responsible for ensuring proper feeding of livestock according to the feeding schedule laid down by the Department.
- (6) All the animals will be got dehorned by him and will carry normal management practices like dipping/drenching etc. timely.
- (7) He will take a round of the section and inspect all the animals allotted to him and shall give adequate treatment in case any animal is detected/reported sick and in case of serious illness, shall report the same to the Farm Manager within the shortest possible time. Treatment given to each animal shall be properly recorded on the chart. Daily and any minor ailment shall be treated at the farm dispensaries for which he will maintain an outdoor register as prescribed.
- (8) He shall check that all animals are groomed and get exercise daily.
- (9) In case of death of animals, he will report the death to the Farm Manager and shall conduct such postmortem examination as required by him and shall report the post. Mortem findings. If necessary he will arrange to send material for detailed laboratory examination, to the D.I. Lab/State Veterinary College.
- (10) The disposal of carcasses shall be done under his supervision as directed by A.D.
- (11) The records relating to the livestock feeding, breeding, disposal by way of sale, auction, death or otherwise. Treatment charts, Calving, Pedgree sheet of each animal and performance shall be got maintained by him.
- (12) He will be responsible for taking all preventive measures against fire hazards.

35. VETERINARY OFFICER POSTED IN POULTRY FARM /HATCHERIES

- (1) He will be responsible for the smooth and efficient running of the Poultry Farm/Hatchery.
- (2) He will ensure that standard management practices are adopted in the Poultry Farm/Hatchery.
- (3) He will make round of all the pens at least twice a day.
- (4) He will see that watering and feeding receptacles are properly maintained.
- (5) He will see that the deep litter as being practised at all farms is properly managed and there is no excess dampness.
- (6) He will see that the light hours are properly observed by providing artificial lighting.
- (7) He will see that wastage of feed and feed additives is scrupulously avoided.
- (8) He will ensure that the eggs are collected at least twice a day and recorded properly in egg collection book.
- (9) He shall see that proper temperature is maintained in the brooder house.

- (10) He will see the all equipment and Poultry Pens are properly disinfected with each new batch of chicks.
- (11) He will ensure that the chicks are vaccinated for various diseases as per the approved schedule.
- (12) He will ensure that the birds are fed as per the approved schedule.
- (13) He will ascertain the cause of each and every mortality and take steps to save further losses.
- (14) He will ensure that the visitors are not allowed in the pens/brooders /hatcheries.
- (15) He will be responsible for taking all preventive measures against fire hazards.
- (16) Any other duty assigned by the higher authorities in the interest of the Poultry Farm/Hatchery.

36. VETERINARY OFFICERS POSTED IN SHEEP FARM

- (1) He will be the Incharge of livestock and will carry out preventive vaccinations against all prevalent contagious diseases.
- (2) He will carry out routine drenching of sheep against parasite infections.
- (3) The dipping of flock will be carried out twice a year.
- (4) He will work out his annual requirement of feed medicines and other items required for maintenance of livestock with the Farm Manager who will arrange the same.
- (5) He will draw up migration programme of the lives to the alpine pasture and submit his requirements in respect of personnel and other articles well in advance to the Farm Manager who will ensure the supply and arrangement.
- (6) He will accompany the flock during upward and downward journey and will stay at the camp during which period he will be entitled to all the privileges enjoyed under the various Civil Services Rules as applicable to State Government Employees.
- (7) The Livestock shall be fed in accordance with the feeding schedule approved by the Director. Any individual. Animal or a group of animals can be fed on special feed over and above the approved scale as the conditions may necessitate with the approval of the head of the department. The lambs should fed in the creep.
- (8) All the lambs shall be got weighed, at birth, weaning and monthly interval up to maturity. He will cull any animal showing retarded growth despite proper management. It would be disposed off as per norms.
- (9) He will get all the lambs docked and tattooed, at marking time.
- (10) All the animals under his charge shall be got tagged and tattooed by him.
- (11) He shall, be maintained the records pertaining to feeding, breeding, disposal by way of sale, auction, and

- (12) He will initiate the ACR'S of all the staff subordinate to him in the section of which he is the Incharge.
- (13) He is empowered to grant casual leave to all his subordinate staff in his section.
- (14) He will be responsible for taking all preventive measures against fire-hazards in his section.
- (15) The performance record shall be maintained as under for progeny of a particular year.
- (16) The wool samples are to be taken at 18 months of age. Thus the progeny of previous year will be sampled for wool attributes and wool yield.
- (17) He will maintain all record/registers.

37. ADDITIONAL ASSISTANT ENGINEER

- (1) He will be responsible for maintaining departmental buildings in proper state.
- (2) He will be responsible for preparing necessary layouts and estimates for repairs and minor works.
- (3) He will be responsible for Technical Scrutiny of estimates prepared by other agencies for carrying out Minor and Major construction works in respect of departmental buildings.
- (4) He will be responsible for the upkeep of Directorate Building.
- (5) He will be responsible for maintenance of records pertaining to repair/construction works.
- (6) He will be responsible for making liaison between department and agencies like HIMUDA, PWD, for speedy completion of departmental works.
- (7) Settling audit paras pertaining to various construction works.
- (8) Any other duty assigned by Director (AH).

38. AGRICULTURE DEVELOPMENT OFFICER

- (1) He will be the Incharge of Fodder Section in the farm.
- (2) He will be responsible for preparing annual crop plan, so as to provide green fodder all the year round for the live stock at the farm, depending upon the local agro-climatic conditions.
- (3) He will draw up his requirement for seeds, fertilizers/manure, labour required for the above purpose and furnished the same to the higher authority.
- (4) He will supervise ploughing, manuring, sowing, harvesting, cutting and carriage of fodder and hay to stores and cattle sheds, sale of seed and plants and raising of farm nurseries.

- (5) He will make arrangement for chaffing of fodder, silage making and timely collection of hay and other fodder, to stock the same properly.
- (6) He will be responsible for the proper maintenance of agricultural implements, machinery and proper storage of fertilizers and pesticides, seed and fodder.
- (7) He will maintain all registers pertaining to stock / store with running accounts relating to engagement of labour, their output, fodder plots, seeds sown and the fodder yield and its disposal.
- (8) He will maintain the muster roll of the labour and mark their presence.
- (9) He will maintain land record, Khasra Number and checkup with the Patwari that the title of the land stands in the name of the department.
- (10) He will be responsible for up keep of all the farm buildings.
- (11) He will be responsible for beautification of the surrounding of the farm buildings
- (12) He will also plan planting of suitable fruit plants to supplement the farm income.
- (13) He will see to it that hay and other fodder material is properly stocked.
- (14) He will take necessary precautions to prevent forest fires at and around the farm.
- (15) He will organize farmers training camps for guiding the farmers in respect of conservation of fodder like silage, hay making etc.

39. AGRICULTURE EXTENSION OFFICER

- (1) He will assist the Agriculture Inspector, Inspector, fodder section in discharge of his functions and shall personally supervise different operations connected with fodder cultivation, fodder harvesting fodder storage and conservation.
- (2) He will go round the farm area to check any pilferage or unauthorized grazing by private livestock.
- (3) He will prevent any illicit felling of trees or collection of fuel or fodder from the Farm area or grassland and to be vigilant about forest fires with in the adjoining farm jurisdiction.
- (4) He will be responsible for irrigational arrangements as well as the drinking water sources.
- (5) He will get prepared the manure pits and will be responsible to see that these are properly filled.
- (6) He will be responsible for proper maintenance of fences and report any trespassing to the immediate higher authority.
- (7) He will adopt suitable measures to prevent attack by wild animals to any crop.

- (8) He will be declared retainer of the farm gun, so that the same can be used in the event of emergency.
- (9) The animals used or deployed for agricultural purposes and carriage of agricultural produce such as bullocks, mules, ponies, donkeys etc. shall be in his charge and he will be responsible for upkeep and maintenance of saddlery / loading gear and other such appliances used for these animals.
- (10) He will once in a year contact the Patwari or any other revenue official to ascertain that the entries in the revenue record tally with the records of the Department and shall point out any discrepancy to his superior officers for further necessary action.
- (11) He can be assigned any other job or duty by the Agriculture Development Officer / Assistant Director, at the Farm.

40. CHIEF VETERINARY PHARMACIST

- (1) Where ever Chief Veterinary Pharmacist is posted he will be Incharge of medicines and equipments and will maintain all relevant record to the effect.
- (2) He will be responsible for the compilation of all returns and other information under the guidance of Sr. Veterinary Officer/ Controlling Officer and ensure their timely submission within prescribed due date to the superior officer.
- (3) He will also assist in the Departmental programmes/schemes/activities as and when desired by his superiors.
- (4) The leave application of Veterinary Pharmacist/Class-IV employees shall be recommended by the Chief Veterinary Pharmacist.
- (5) Besides this, the Chief Veterinary Pharmacist will also perform the usual duties of Animal Husbandry Assistant/ Veterinary Pharmacist, if they are on leave.
- (6) Any other duty assigned by his superior

41. ANIMAL HUSBANDRY ASSISTANT

- (1) Wherever Animal Husbandry Assistant is posted, he will be Incharge of medicines and equipments and will maintain all relevant record to the effect.
- (2) He will be responsible for the compilation of all returns and other information under the guidance of Veterinary Officer and ensure their timely submission within prescribed due date to the superior officer.
- (3) He will also assist in the Departmental programmes/schemes/activities as and when desired by his superiors.
- (4) Besides this, the Animal Husbandry Assistant will also perform the usual duties of Veterinary Pharmacist, if the latter is on leave.
- (5) Any other duty assigned by his superior.

42. VETERINARY PHARMACIST IN VETERINARY HOSPITAL

- (1) He will help Veterinary Officer in the discharge of his duties
- (2) On receipt of prescription from Veterinary Officer, he will dispense the medicines and will carry out all such instructions as indicated in the prescription.
- (3) He will be responsible for proper maintenance and upkeep of instruments and appliances in the institution of which he is made Incharge.
- (4) He will function as Operation Theatre Assistant also. He will attend to cases, while on tour.
- (5) He will maintain all the records of the Hospital/Dispensaries properly under the guidance of the Veterinary Officer concerned and get the entries countersigned from him.
- (6) He will perform Artificial Insemination where the facilities are available.
- (7) He is required to tour as directed by Veterinary Officer within his jurisdiction with a view to combat contagious diseases by doing vaccination/inoculation in the area allotted to him.
- (8) He will be responsible for the maintenance and health of stud bull, buffalo bull, donkey and horse stallion and their service record.
- (9) He can be assigned any other duty by the Veterinary Officer or his Controlling Officer.
- (10) He will also help in extension work and livestock improvement, which inter alia includes dehorning, castration dipping, drenching and distribution of fodder seed plants, collection of vital livestock statistics and in the implementation of any other scheme being implemented by the Department from time to time.
- (11) He will take all preventive measures against fire hazard in his institution.
- (12) He will help the Veterinary Officer in maintaining records/registers as per Form Nos. 91 to 119. Where he is the Incharge of a Veterinary Dispensary, he will also maintain records and registers as per Form Nos. 91 to 119.

43. VETERINARY PHARMACIST WORKING AS INCHARGE VETERINARY DISPENSARY

- (1) Since no Veterinary Officer is posted in the Dispensary, he will write the prescription and will attend the dispensary and will render necessary veterinary aid in respect of minor ailments to the livestock brought to the Dispensary for which he will maintain all the records as applicable to the Hospital/Dispensary.
- (2) He will carry out artificial insemination work.
- (3) He will carry out the castration work.

- (4) He will be responsible for all stock and store in the Veterinary Dispensary.
- (5) He will, do routine dipping/drenching operation. He will carry out prophylactic vaccination against the contagious diseases. In the event of any out-break, he will seek the guidance of Veterinary Officer for adopting appropriate control measures. He will collect vital livestock statistics.
- (6) He will be responsible for proper maintenance and upkeep of bulls or any other livestock maintained in the Dispensary. For this purpose, the Class-IV employee/attached with the institution shall assist him.
- (7) He will take all preventive measures against fire hazards in his institution.
- (8) He will compile all returns and other information as desired by the department and submit in time to the higher ups.
- (9) He will maintain all relevant records of the dispensary.
- (10) He can be assigned any other duty by the Veterinary Officer, Incharge of the Veterinary Hospital under whose jurisdiction the Dispensary falls.

44. VETERINARY PHARMACIST POSTED IN SEMEN BANKS/SPERM STATIONS

- (1) He will assist in processing/ procurement of semen straws.
- (2) He will accompany the vehicle carrying liquid nitrogen gas and semen straws to field institutions.
- (3) He will be responsible for proper distribution of semen straws and liquid nitrogen gas to the field institutions.
- (4) He will be responsible for maintaining all records of semen bank/ sperm station.
- (5) He will be responsible for maintenance of stock and store.
- (6) Any other duty assigned by Assistant Director (AP).

45. VETERINARY PHARMACISTS POSTED IN CATTLE FARM

- (1) He will be directly under the Veterinary Officer and will assist him in the discharge of his duties and responsibilities.
- (2) He will personally supervise feeding and grooming of livestock under his charge. He will supervise Class-IV at the time of milking in the cattle farms or other farms where dairy cattle are maintained.
- (3) While the animals are grazing he will spend at least one hour a day and check that the staff detailed for grazing performs their duties properly and also observe the behaviors of animals while grazing.
- (4) He will be responsible to see that the sheds are properly cleaned and periodically disinfected.

- (5) He will be responsible that the surroundings of the sheds and the paths leading to the sheds are maintained properly.
- (6) It will be his duty to see that the dung and soiled bedding are properly carried to the manure pits.
- (7) The Veterinary Pharmacist will hold the charge of feed, stock/stores and miscellaneous articles. The store shall be issued on indents to be countersigned by the Veterinary Officer.
- (8) He will get all the stores physically verified by the Veterinary Officer once in three months.
- (9) He will help the Veterinary Officer in the maintenance of relevant registers/performance records
- (10) He will attend the farm dispensary and shall perform all the jobs as prescribed for Veterinary Pharmacist in the Hospitals and Dispensaries.
- (11) Any other duty assigned by Assistant Director with a view to increase the efficiency of the farm.

46. VETERINARY PHARMACIST POSTED IN POULTRY FARM

- (1) He will be responsible for stock and stores and their issue for his section.
- (2) He will watch that full quantity of ration issued for each pen is fed to the stock for which it has been issued.
- (3) He will be responsible for proper maintenance of equipment.
- (4) He shall maintain daily account of livestock and eggs produced at the farm.
- (5) The cash receipts shall be credited to the Incharge of the farm on the next working day and proper receipt shall be issued by the Incharge.
- (6) He shall see that all premises are kept neat and clean and all paths are well maintained.
- (7) He can be asked to perform any other duty or function in addition to what has been indicated above in the interest of the farm.

47. VETERINARY PHARMACIST POSTED IN SHEEP FARM

- (1) He will assist the Veterinary Officer, In charge of the section in his duties relating to livestock health, breeding, feeding and maintenance of records.
- (2) He will be present morning and evening, when the flock goes out for grazing and while comes back after grazing. He will hand over the flocks to the shepherds after counting in the morning and do the counting work in the evening also. A separate register indicating the number of animals sent for grazing shall be maintained.

- (3) While the animals are grazing, he will spend at least one hour a day during grazing time with the livestock and shall check that the staff detailed for grazing performs their duty properly.
- (4) He will personally attend to the feeding of the livestock in the sheds because this is the best time to observe the behavior of the suckling ewes and in case where the lambs are not being owned by their mothers, he will arrange for the foster mother or resort to bottle feeding.
- (5) He will attend the farm dispensary and render minor veterinary aid and shall assist the veterinary Officer in the treatment of complicated cases and routine farm operations, like vaccination, drenching, dipping etc. and shall hold the charge of instruments/equipment provided in the Dispensary.
- (6) He will be responsible to see that the sheds are properly cleaned and periodically disinfected.
- (7) He will also see that the surroundings of the sheds and the paths leading to the sheds are properly maintained and it will be his responsibility to see that dung and soiled bedding are properly carried to the manure pits.
- (8) He will escort the livestock from the main farm to the alpine pasture during the summer season.
- (9) He will render assistance to the animals during mating and lambing.
- (10) During breeding season he will see that the rams have been provided with colour markings and all the ewes mounted upon by the rams shall be recorded in the morning.
- (11) He can be assigned to discharge any other duties by the Veterinary Officer or the Farm Manager.
- (12) He will be responsible for the maintenance of watch dogs.
- (13) He will adopt suitable measures to prevent attack of the wild animals on the livestock and shall be declared co-retainer of the farm guns so that the same can be used in the event of emergency.
- (14) He will divide the work amongst the shepherds and other Class-IV employees attached with the livestock section in consultation with the Veterinary Officer.
- (15) He will ensure that all the farm dogs are properly vaccinated against rabies at the right age. No stray dogs are allowed to enter the farm area.
- (16) Since dead animals and their offals are source of attraction for stray dogs and other carnivores, as such, it will be his duty that the dead animals, placenta and soiled wound dressings are properly buried.
- (17) He will keep charge of stock/store as desired by the Farm Manager.

48. VETERINARY PHARMACIST (D.I. LAB)

- (1) To undertake sterilization of glass-ware and other laboratory appliances.
- (2) To supervise disposal of clinical/pathological material.
- (3) To help in preparation and processing of all laboratory samples.
- (4) Preservation and mounting of pathological specimens.
- (5) To collect and dispatch material from the diseased animals and assist in conducting postmortem.
- (6) To maintain stock and store register and other records.
- (7) To assist in office work.
- (8) He can be asked to perform and other jobs and duties assigned to him by the D.I.O.
- (9) He will be responsible for care and management of laboratory animals.

49. LABORATORY TECHNICIAN

- (1) General Laboratory Procedures:—

- i. Maintain the cleanliness and safety of the laboratory.
- ii. Ensure that the glassware and equipment are kept clean.
- iii. Handle and maintain the equipments.
- iv. Sterilize the equipment as required.
- v. Dispose off the specimens and infected material in a safe manner as prescribed under the bio-medical waste management protocol issued by the Pollution Control Board of Government of Himachal Pradesh.
- vi. Maintain the necessary records of investigations done and submit the reports to the S.V.O / V.O Incharge of the Institution.
- vii. Prepare monthly reports regarding his work and submit it to the Institution Incharge.
- viii. He will maintain the Log Book of all the equipments in the department.
- ix. He will perform emergency call duties.
- x. He will indent and maintain the records of the stock.
- xi. Any other duty assigned by the Hospital authorities.

- (2) Laboratory Investigations:—

- i. He will carry out examination of urine.
- ii. He will carry out macroscopic and microscopic examination of faeces.
- iii. He will carry out examination of blood for Hemoglobin estimation, TLC, DLC, ESR, RBC /WBC count.
- iv. He will carry out blood and urine culture examination.
- v. He will prepare, stain and examine skin, blood smears.
- vi. He will carry out examination of semen for sperm count and motility.

- (3) He will maintain all records of sera samples drawn and their results.

- (4) He will maintain all records and registers of the Laboratory.
- (5) Any other job assigned by the Head of the Office.

50. RADIOGRAPHER

- (1) Taking Radiographs of animals as required by the Veterinary Officer.
- (2) Advising animal owners regarding preparation of animals before X-ray.
- (3) Developing and drawing the exposed X-ray / Ultrasound films.
- (4) Loading cassettes with X-ray films / Ultrasound films.
- (5) Storing unexposed X-ray films / Ultrasound films properly.
- (6) Keeping account of films and other supplies.
- (7) Maintaining record of X-ray / Ultrasound reports of the animals and compile and submit the reports as and when required.
- (8) Taking precautions to protect himself, animals and other workers of the department from the hazard of X-ray radiation.
- (9) Wearing the film badge at all times of working in the department.
- (10) Maintaining cordial public relations.
- (11) To give emergency call duties after working hours as and when required.
- (12) He will maintain the Log Book of the equipments in the department.
- (13) He will ensure proper segregation and disposal of Bio-Medical Waste / Chemical Waste / Used films as per direction of the Officer Incharge.
- (14) He will maintain the record of the supplies and do the proper expense.
- (15) Any other duty assigned by the higher authorities.

51. JOINT DIRECTOR (STATISTICS) HQR.

- (1) He is to supervise the working of all personnel working in the Statistical line in the department both at the headquarters and in the field.
- (2) He is to undertake analysis of tabulated data, interpret the results and write the survey report in regard to the estimation of various livestock products.
- (3) He is also to have overall co-ordination of all surveys.
- (4) He is to oversee the compiled/tabulated progress of various departmental schemes.

52. STATISTICAL OFFICER

- (1) He is to undertake the analysis of tabulated data, interpret results and write the survey report of the cost of production of (i) Milk and, (ii) eggs.
- (2) He is to supervise the working of the staff both the headquarters and in the field.
- (3) He is to oversee the compiled/tabulated progress of various departmental schemes.

53. TECHNICAL ASSISTANT (STAT)

- (1) He will help in fixation of rates of animals and their products.
- (2) He will help in furnishing of Departmental annual progress report.
- (3) He will help in furnishing of bulletin for Vidhan Sabha.
- (4) He will help in fixation of targets and achievements of Departmental activities.
- (5) He will help in the selection of number of villages for seasonal estimates of integrated sample survey.

54. STATISTICAL ASSISTANT

- (1) To scrutinize the performance figures received from field institutions and other organizations for consistency, correctness and complete coverage before transmitting to Govt.
- (2) To prepare monthly statement on the performance of the field institutions.
- (3) To assist the authorities in carrying out systematic and effective supervision by providing analytical information.
- (4) To participate in various special studies / surveys related to the assessment of Department of Animal Husbandry.
- (5) To guide the Statistical Staff on maintenance of records and submission of various reports.
- (6) To receive reports on vital statistics from the field institutions, to check them for their correctness.
- (7) To help in the compilation of data on Cattle Surveys.
- (8) Any other job assigned by higher authorities.

55. COMPUTER

- (1) To help the authorities in carrying out e-Governance.
- (2) To help in the implementation of Agrisnet Project.

- (3) To collect information on various components of Animal Husbandry Deptt. Programmes from the field institutions, feed and store it in the computer.
- (4) To keep record of various activities of the department in the computer.
- (5) To compile various kinds of information stored in the computer so as to prepare and send reports as and when required to the Govt.
- (6) To help to co-ordinate and maintain updated village records and household records regarding livestock.
- (7) Any other statistical functions assigned by higher authorities.
- (8) Any other job assigned by Director (A.H).

56. ENUMERATOR

- (1) He is to collect data in field on cost and other management practices of Animal Husbandry and Dairying under various surveys.

57. PERSONAL STAFF

The term personal staff includes senior functionaries such as Senior Special Private Secretaries, Special Private Secretaries, Senior Private Secretaries, and Personal Assistants, Senior Scale Stenographers, Junior Scale Stenographers and Steno-typists working in the Directorate, Zonal and District- level offices. The general function of all these functionaries is to aid and assist the Ministers/ officers in their day-to-day disposal of work and carry out such duties as are officially assigned to them. The senior functionaries in addition supervise the working of the entire staff posted in the offices of the Ministers/Officers and their role is to maintain discipline and order in these offices by guiding the entire staff in the performance of their duties. The lower-level functionaries work either under the direct direction of the Ministers/Officers or under the directions of the senior functionaries. The personal staff has to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. The confidential reports, in majority of cases, are processed and retained in the custody of the Personal staff and they have to properly maintain them. They are also supposed to be fully equipped with knowledge of both Hindi and English shorthand by typing-writing to assist the authorities in quick decision making through dictation and typing. Being members of the personal staff, they can be asked by the Ministers/Officers with whom they are attached to attend to any appropriate official work on their behalf. The main duties, function and responsibilities of the personal staff are, in brief, as under:—

(1) Receipt and Dispatch of Dak.

- (i) To receive the entire dak in the diary register to be maintained for the purpose.
- (ii) To diarize the entire dak in the diary register to be maintained for the purpose.
- (iii) To arrange the dak in order of priority, immediate, urgent and ordinary categories and to submit the same in dak-pad or in the form of files to the Minister/officer immediately on receipt, but after diarizing the same.
- (iv) To mark the dak to the concerned officers/officials after perusal by the Minister/Officer and note the marking in the diary register.

- (v) To send the dak to the concerned Officers/Officials as per marking through the dispatch register/peon book immediately after perusal by the Minister/Officer. and
- (vi) To maintain dispatch register, prepare the envelopes wherever required.

(2) Preparation of notes or drafts

To write notes or drafts for approval of the Minister/Officer or as per his directions and after approval to fair out the same for signature. After signatures to send the notes/ communications to the concerned quarters.

(3) Dictation/Type work

- (i) To take dictation in both English and Hindi stenography, to transcribe the same on English/Hindi typewriters and to present the transcribed dictation work to the Minister/Officer for approval and signature.
- (ii) To type demi-official letters, secret, confidential and important letters with enclosures, and to compare the same before submitting for signature of the Minister/Officer. and
- (iii) To do other type of work as and when assigned by the Minister/Officer or by the Controlling Department in consultation with Minister/Officer.

(4) Attendance of telephones:

- (i) To ensure that the telephones installed in the office/residences of Minister/Officer are in working order and to lodge complaint and to pursue the same if there is any defect in any telephone.
- (ii) To attend to the office telephones courteously and politely and to connect the outside calls with the Minister/Officer keeping in view the engagement of the Minister/Officer and his directions.
- (iii) To attend the residential telephone of the Minister in the same way as per official telephone as and when desired by the Minister.
- (iv) To arrange telephonic talk of the Minister/Officer with other authorities as per directions of the Minister/Officer through local, STD facility.
- (v) To maintain registers of telephones and to verify the official calls and also to ensure deposit of amount of private calls.
- (vi) To keep always official directories updated and to maintain telephone numbers of concerned Ministers/Officers of the Central Government /State Government; and
- (vii) To take tactful effective measures against misuse of official telephone by outsiders.

(5) Maintenance of engagement diary

- (i) To maintain engagement diary of the Minister/Officer and also to prepare and keep a separate list of day's engagement in the room of the Minister/Officer with a copy with the personal staff for ensuring fulfillment of engagements.

- (ii) To fix date and time of meeting/other engagements with the approval of the Minister/Officer and to convey the same to the concerned authorities.
- (iii) To timely remind the Minister/Officer about the meetings/other engagements for ensuring timely participation therein by the Minister/ Officer.
- (iv) To ensure that files, briefing notes or other information required for the meeting are got prepared well in time by the concerned Department/Section.
- (v) To inform the Reception about the visitors who have to call on the Minister/ Officer and also particulars of the officers/officials/other functionaries who have to attend meetings fixed for the day in the chamber of the Minister/ Officer. This is essential for the personal staff of the Secretaries as it will enable the reception to issue passes promptly and will also avoid inconvenience to the visitors/officials.
- (vi) To receive all the visitors/officers/officials courteously and politely and make arrangement for their seating in the chamber of Minister/officer or in the room of the personal staff if at the relevant time the Minister/Officer is busy with some other engagement.
- (vii) To arrange for refreshments etc as per Govt. orders for the visitors/officials in the meeting to be held in the chamber of the Minister/Officer as per directions of the Minister/Officer.

(6) Legislative Matters

- (i) Before the commencement and during the Assembly session to collect copies of:—
 - (a) Starred/Unstarred/Postponed Assembly questions.
 - (b) Short-notice questions or other material as fixed for the day.
 - (c) Daily list of business of the House.
 - (d) Replies to all questions etc, to be replied to the Minister concerned and
 - (e) Papers to be laid on the table of the House.
- (ii) To arrange systematically the entire business of the next day and ensure that the pad of Assembly Business reaches the Minister/Officer well in time and atleast the previous night.
- (iii) To ensure that the Assembly Business is got approved urgently from the Minister/Officer and the papers/files concerning the Assembly Business are sent to the Department for preparing fair replies.
- (iv) In Directorates/Collectorates/Divisional/Regional/District Offices, the personal staff have to maintain a Register of Assembly Question etc. for monitoring the submission of required date/information to the Government and
- (v) To report the Minister/Officer cases where the efforts of the personal staff to collect necessary material from the Department/Office for the Assembly Business well in time fail.

(7) Furnishing of Offices/Residence of Ministers/Officers

- (i) To arrange furniture, fixture, stationery, Crockery etc. for the offices and residence of Ministers and offices of the Officers and to arrange replacement of articles which become un-serviceable.

- (ii) To arrange regular cleanliness of the Curtains, Carpets, furniture etc. and to monitor cleanliness of office premises daily.

(8) Control over Vehicle/Driver

- (i) To arrange a vehicle for local and touring by the Minister/Officer as per entitlement and to ensure that the vehicle remains always in a fit condition for being plied at any time and to arrange for timely repairs according to Government instructions.
- (ii) Make entries in the log book of the vehicle and to sign the same.
- (iii) In the case of vehicles attached with officers, to ensure that regular deduction for attached vehicle is made from the pay bill of officer and the private journeys are regulated in accordance with the instructions of the Government.
- (iv) To verify bills for petrol/repairs and to see that the driver renders complete account of the advance.
- (v) To arrange the flag for the vehicle wherever required and
- (vi) For tours, to ensure that the driver has obtained sufficient advance to meet expenses for the entire journey.

(9) Arrangements for tours/pay etc.

- (i) To frame tour programme as per directions of the Minister/Officer. In the case of personal staff of officers, they are required to send the proposed tour programme for approval of the appropriate competent authority.
- (ii) To circulate tour programme to all concerned and to inform the concerned District level officers over the telephone as well, if considered proper.
- (iii) To arrange accommodation in the Circuit House/Rest House etc. for the stay of the Minister/ Officer during tour.
- (iv) To collect all relevant papers/ material for the tour and to depute personal staff/orderly or peon and a security man for the tour of the Minister.
- (v) To arrange Air/Train tickets and booking of seats by Air/Train.
- (vi) To arrange advance for the tour if needed by the Minister/Officer.
- (vii) To accompany the Minister/Officer as per directions on tour.
- (viii) To prepare tour diary/traveling allowance bill after the completion of the journey and to see that the pay and other bills are timely prepared.
- (ix) To make arrangements for sending dak/files incase of long tours and to keep a note as to where the Minister/Officer can be contacted while in station or on tour.

(10) Maintenance of data/information/statistics

- (i) To maintain all data/information/statistics relating to the Department under the control of the Minister/Officer. This should include information about the institutions,

schemes, programmes, annual budget provision, targets and any other data frequently required by the Minister/Officer.

- (ii) To update the data/information/statistics annually or as often as required and
- (iii) To present press cuttings relating to the Department or other important news.

(11) Stationery articles, heating and cooling arrangements

- (i) To procure stationery articles for use by the personal staff and the Minister/Officer from the Stationery Incharge Section.
- (ii) To see that proper lighting, heating and cooling arrangements for the office and residence of the Ministers exist and are maintained properly.
- (iii) To look after proper lighting, heating and cooling arrangements in the offices of the officers and
- (iv) To make alternative arrangements for light in the event of electric failure in offices so that maximum office working is maintained.

(12) Leave/Transfer

- (i) The Private Secretaries to sanction casual leave to the staff to the extent and on the conditions as per delegation to the Section Officers, the Senior Private Secretaries/Special Private Secretaries/Senior Special Private Secretaries as per branch officers powers with the prior approval of the Minister/Officer.
- (ii) To maintain casual leave and compensatory leave account of the entire personal staff.
- (iii) To recommend grant of regular leave to the staff posted with the Minister/ Officer to the administrative section with the prior approval of the Minister/ Officer and to make leave arrangements in consultation with the administrative section.

(13) Maintenance of records

- (i) To keep upto-date reference books such as administrative directions, Acts, Rules, Statutes Manuals, Regulations, instructions etc..
- (ii) To open new files, maintain the same in accordance with the procedure laid down in Chapter IX of this Manual.
- (iii) To maintain records of orders passed by the Ministers/Officers in the relevant files and
- (iv) In the event of closing down of the office of the Minister/Officer it will be the personal responsibility of the senior-most member of the personal staff to ensure that:—
 - (a) The files/registers opened in the office of the Minister/Officer are properly recorded(closed) and handed over to appropriate authority or record room as may be directed by the administrative section by preparing detailed list in

triplicate and obtaining proper receipt of the official to whom such record is handed over . A list of handing over the record will sent to the administrative section while one each will be retained by the officials handing over and taking over the charge.

- (b) To obtain orders of the administrative section for handing over the charge in case no orders are received by the senior-most member of the personal staff.
- (c) To handover the furniture, fixture and other store/stock articles to the Store-in-Charge against proper receipt.
- (d) To return the files of the departments to the officer from whom the same were received against proper receipt.
- (e) To handover the secret/confidential record of the concerned officer of the department against proper receipt and
- (f) To send the casual/compensatory leave account of the staff to the administrative section.

58. SUPERINTENDENT GRADE-I

The Superintendent Grade-I is normally incharge of one section and has generally to perform the following duties and functions.

- (1) To go through the dak as received by him and take the following steps:—
 - (a) Mark the missent receipts to the concerned sections,
 - (b) Submit the important communications for perusal of the higher authorities through Branch Officer, at dak stage, in case the said authorities have not seen any such communication.
 - (c) Retain receipts of secret/ confidential or urgent nature, which he may like to deal himself in which case the said receipts will be got diarized from the diarist by the Supdt. Grade-I for further reference.
 - (d) Mark the remaining receipts to concerned dealing hands with dated initials indicating the urgency and also giving directions, if any, disposal and to hand over the same to the diarist of the section for diarizing and handing to the concerned dealing hands and,
 - (e) Keep a note in the diary about important receipts for watching proper and timely disposal.
- (2) To himself deal on relevant files, secret, confidential urgent or complex receipts retained by him and also to scrutinize cases received from the dealing hands and further to dispose off the cases at his own level if so empowered under the standing orders or to submit the same to the Branch Officer or Middle level officer in the manner as stated in Chapter IX to XII with his own remarks or suggestions, if any.
- (3) To see that the concerned dealing hands collect and keep updated, statistical data/information relating to the establishment, budget, expenditure, schemes, plans etc., relevant to his section of posting.

- (4) To see the concerned dealing hands monitor, analyze and maintain data as to the achievement of targets of various on-going schemes both in terms of budget provision/expenditure and actual progress and also to suggest ways and means for improvement in the ongoing schemes and assist the Branch Officer in preparation of new schemes/programmes, new innovations etc.
- (5) To ensure that returns/statements are submitted in time and the returns/statements to be received in the section are received in time.
- (6) To see all dealing hands and the diarist maintain all required registers and keep the same up dated. He should also check these registers at regular intervals.
- (7) To see that all routine duties including maintenance and updating of various registers are carried out promptly and thoroughly.
- (8) To keep a careful watch on any holdup in the movement of dak and files between the section and higher officers, ensure timely submission of fixed date cases, other important cases and papers required by officers and to keep a watch on progress of action devise from time to time measures necessary for expeditious disposal of work in the section to make arrangement for disposal of work of official of the section on leave, training etc.
- (9) To prepare papers and compile data for meetings and ensure timely submission.
- (10) To be well acquainted with the office procedures and Acts, Rules, Manuals and instructions of a general nature relating to Finance, Personnel and General Administration Department and specifically applicable in the Department./Section where posted see that all Manuals, Acts, Rules, instructions, Guard files and Precedent Registers of the section are kept upto date by inserting correction-slip or getting new editions printed;
- (11) To maintain liaison between the staff and the Branch Officer or Middle-level officer in various matters, train and guide the staff posted in the section and to point out their shortcomings and deficiencies, if any, for remedial action; keep himself well acquainted with the morale, conduct and discipline of the staff and also to ensure that the staff comply with Government instructions issued from time to time.
- (12) To allocate every work of the section to the staff posted in the section with the approval of the Branch Officer, Middle-level officer and to maintain an updated distribution list of work amongst the dealing hands in the section.
- (13) To ensure punctuality in attendance in the section and to advice the staff on matters of conduct and discipline. For ensuring availability of staff posted under him on holidays or early or late hours, he should maintain local addresses with phone Nos., if any, of the entire staff with him.
- (14) To see that the section is kept neat and tidy and that the files, papers, etc, are arranged in an orderly manner and the recorded files are sent to the record room; and that ephemeral record is periodically destroyed.
- (15) To ensure that the dealing hands maintain their Assistant's Diaries regularly and note the particulars of initial submission of cases and also record final disposal of receipts

at appropriate stage of final disposal of the cases. He is also required to see that the interim processing of receipts leading to collection/compilation of data /information is not marked as final disposal in the Assistant's Diaries. For this purpose he should ensure that the dealing assistants indicate in their notes whether the submission of a case at a particular stage is interim or final disposal. Weekly checking of the Assistant's Diaries is also one of his important functions.

- (16) On transfer from one Department/Section to another, to hand over the charge and prepare list of important complicated matters requiring immediate attention of the successor in accordance with the procedure prescribed in Para 14.9 below; and to see that the officials transferred to or out of the section hand over/take over the charge in the manner prescribed in Para 10.4 of the Hand Book for Assistants and Para 15.2.4 of Chapter XV of this Manual.
- (17) If it comes to the notice of the officer next below the authority who has passed the orders that such authority was not competent to take a decision, it will be his responsibility to bring it to the notice of such authority through the Branch Officer/Middle-level officer in writing before complying with those orders.

The above duties are of illustrative nature and the Superintendent Grade-I can be assigned any other duty commensurate with his status and exigencies of public service.

59. SUPERINTENDENT GRADE-II

The Superintendent Gr.-II working in the Directorate, Zonal and District Offices normally supervise the work of a Section or Call independently and submit the cases directly to the Branch Officers/Middle level officers and as such their duties, responsibilities and functions are the same as indicated for Superintendent Grade-I, excepting that they can not dispose off any matter at their level and all communications to be sent out , are to issue under the signature of Branch Officer/Middle-Level Officer.

60. ASSISTANT

The term "Assistants" includes," "Senior Assistants" " Senior Assistants (Accounts)" Junior Assistants" who deal with receipts and submit cases to the Section Officers or Superintendents. Depending upon urgency, need and public interest, the Assistants can be asked to undertake any job/assignment, but generally, the main duties, functions and responsibilities of the Assistants involve handling of the work relating to:—

- (1) Receipt, diary-dispatch, typing, record maintenance.
- (2) Various duties in reception and varied assignments in offices.
- (3) Opening and maintenance of files, referencing, dealing cases including noting and drafting, recording of files, maintenance and updating of various types of data, statistics and information and maintenance of various registers.
- (4) Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers.
- (5) Preparation of all types of bills such as pay, traveling allowance, medical reimbursement, contingencies, contractors, suppliers and advances etc. and handling of cash, maintenance of cash books and connected accounts/bills registers etc.

- (6) Personnel/service/establishment matters, including recruitment and promotion rules, conditions of service, posting, transfers, maintenance of service books, index cards, service records, preparation of leave accounts, pension papers, disciplinary matters, personal files etc.
- (7) Budget preparation including appropriation, re-appropriation, supplementary demands for grants, additional grants, contingency fund, all matters relating to Public Accounts Committee, Estimates Committee, audit paras, economy in expenditure etc.
- (8) Assisting in planning and monitoring of developmental social and welfare schemes.
- (9) Regulatory matters such as issue of licenses, permits, various types of certificates etc.

61. CLERKS/JUNIOR ASSISTANTS

In Directorate, Zonal Offices, Districts or Field level offices the Clerks will have to perform all duties as prescribed for Assistants. This is because of the set up, quantum of work and the staffing pattern of these offices.

62. ASSISTANT CONTROLLER (F & A)

In an endeavor to strengthen the mechanism of internal financial control in the department, he will:—

- (1) He will assist the department in the preparation of Budget Estimates.
- (2) He will examine all financial sanctions, fixation of pay, step up cases, G.P.F cases, store stock purchases.
- (3) Reconciliation of accounts of department with A.G.
- (4) He will function as member of Purchase committee/Tender committee/Works committee.
- (5) Finalization of pension cases.
- (6) Any other duty as may be assigned by the Head of department

63. SECTION OFFICER (F & A)

- (1) To assist in framing of budget estimates of receipts and expenditure, scrutiny of proposals for New Expenditure and to ensure their factual submission to the Finance Department.
- (2) To exercise check on receipts and accounts of stores and stocks and inspect subordinate offices to detect laxity in raising demands or leakage of revenue.
- (3) To ensure that correct financial procedure are followed, expenditure and receipts are properly accounted for, financial powers are not abused and cannons of financial propriety are strictly adhered to.
- (4) To carry out internal check of appropriation/receipts of Department and to advise the department in financial matters.

- (5) To assist in timely preparation of financial returns and statements and Performa accounts if any.
- (6) To help in the disposal of important reference relating to finance and accounts.
- (7) To advise the Head of Department in the matters of tenders for supplies and works and agreements thereof.
- (8) To assist in the disposal of P.A.C. Paras.
- (9) To help in the expeditious issue of financial sanctions.
- (10) To keep watch on the recovery of loans and advances of the Department.
- (11) Consolidation and maintenance of accounts other than cashiers accounts.
- (12) Issue of salary slips and maintenance of service records of Gazetted Officers (where pay slips system has been introduced).
- (13) Scrutiny of rates, technical reports and acceptance letters etc. in case of purchase of stores/stocks like store purchases organization.
- (14) Physical verification of cash stocks during internal audit and inspections.
- (15) Checking/giving advice on various kinds of bills/sanctions.
- (16) The senior departmental officers would supervise his work.

64. LAW OFFICER, DIRECTORATE OF ANIMAL HUSBANDRY

- (1) To look after all the legal work of the Department;
- (2) To prepare petitions/applications/replies to all the Court cases pertaining to the department in the various Courts including the Hon'ble Supreme Court of India;
- (3) To tender legal opinion on the files/matters pertaining to all the sections of the Department;
- (4) To attend the Court cases of the Department as and when required.

65. CO-OPERATIVE INSPECTOR

- (1) He will be responsible to organize milk co-operative societies and take steps to get these registered with the Registrar, Co-operative societies.
- (2) He will be responsible to inspect the milk Co-operative societies and will work out the annual financial position of the societies.
- (3) He will be responsible for efficient working of the society.
- (4) He will act as a liaison between the Animal Husbandry Department and the Cooperative department, so far as functioning of these societies is concerned.

- (5) He will help the milk Co-operative societies in procuring the inputs like cattle feed, fodder seeds, fertilizer etc.
- (6) He will help the members in sale and purchase of livestock.
- (7) He will help the members in getting loan from the Co-operative department and other sources.
- (8) He will be responsible for executing recovery of loan given to the farmers.
- (9) He will help in organizing training programme for the members of the societies.

66. DAIRY DEVELOPMENT INSPECTOR

- (1) To assist Deputy Director (Dairy) in maintaining liaison between the department and H.P. Milk Fed for implementing Dairy Development Programmes.
- (2) To maintain records concerning registration of Milk Plants under Milk and Milk Products order 1992.
- (3) To maintain all returns/records pertaining to Dairy Section.
- (4) To assist Deputy Director (Dairy) in monitoring Dairy Development Projects being implemented in the state through various agencies.
- (5) To assist Deputy Director Dairy in working out strategies for expansion of Dairy Development activities in the state.
- (6) Any other duty assigned by Director (AH).

67. DRIVERS

- (1) He is the guardian of vehicle and responsible for upkeep of the vehicle attached with him.
- (2) He will be alert through out the duty and perform his duty diligently and with vigilance.
- (3) He will wash his vehicle daily in the morning and keep it ready for journey.
- (4) He will ensure that in case of a mechanical defect, the Office Incharge is intimated timely and remedial measures taken.
- (5) He will not make any un-authorized movement of the vehicle.
- (6) He will remain on duty till relieved by the officer and follow the instructions of the officer using the vehicle.
- (7) He will maintain the Log Book of the vehicle every day and maintain its repair book.
- (8) He will be responsible to keep all the documents relating to the vehicle and his driving license with him all the time.

- (9) He shall be available for duty when ever called any time during the day /night.
- (10) Any other duty assigned by the Head of Office.

68. TRACTOR DRIVER

- (1) He is the guardian of the tractor and responsible for upkeep of the vehicle.
- (2) He will be alert throughout the duty and perform his duty diligently and with vigilance.
- (3) He will ensure that in case of mechanical defect the Officer Incharge is intimated timely and remedial measures taken.
- (4) He will not make any un-authorized movement of the vehicle.
- (5) He will maintain the Log Book of the vehicle every day and maintain its repair book.
- (6) He will be responsible to keep all the documents relating to the vehicle and his driving license with him all the time.
- (7) Any other job assigned by the Head of Office.

69. OPERATOR CUM MECHANIC

- (1) He will be responsible for handling and maintaining machinery in the Liquid Nitrogen Plants/Semen Labs.
- (2) He will be responsible for ensuring efficient working of the Plant Machinery.

70. ELECTRICIAN

- (1) He will be responsible for doing electrical works anywhere in the department.
- (2) He will be responsible for the proper and efficient working of Liquid Nitrogen Plants/Semen Labs./ Poultry Farms concerning electrical works.

71. CARPENTER

He will be responsible for attending day-to-day minor wooden repair works wherever needed in the department.

72. DAFTRI

- (1) To mend, trim, stitch, bind etc., old records, files etc. in Record room and in the sections.
- (2) To paste correction slips in the official reference books of various officers and those of the branches/sections.
- (3) To affix service postage stamps on envelopes, maintain their accounts, prepare envelopes/packets and parcels, dispatch dak and telegrams and help the dispatchers in the circulation of all printed matter etc. and

- (4) To sort-out and properly keep the record in the record section.

73. GESTETNER OPERATOR/PHOTOSTAT MACHINE OPERATOR

- (1) To operate the Gestetner/Photostat Machine and make out desired number of copies.
- (2) To procure paper, ink, toner etc. for ensuring proper operation of machines.
- (3) To maintain proper account in a register with requisition slips for paper used and consumption of ink/toner etc. and
- (4) To arrange timely repair of machines.

74. PEON

- (1) He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.
- (2) To carry and deliver dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 Kg.)
- (3) To ensure the cleanliness and general up-keep of the section/office where posted and of the furniture, fixture and equipment.
- (4) He will attend to the telephone calls when the officer is not in his seat.
- (5) To perform miscellaneous and odd jobs for officers/officials;
- (6) To attend to officers at Headquarter and while on tour.
- (7) To attend to any other work that may be assigned by the Head of the Office.

75. ANIMAL HUSBANDRY ATTENDANT POSTED IN VETERINARY HOSPITAL/DISPENSARIES

- (1) He will fetch and draw water both for livestock and for routine Hospital work.
- (2) He will help in handling and securing of animals when required.
- (3) He will help the Veterinary Pharmacist in keeping the instruments, medicines and other appliances neat and tidy.
- (4) He will take care of flowerbeds and plants in the Hospital area.
- (5) He will be required to accompany Veterinary Officer on tour.
- (6) He will be responsible for loading, unloading and stock and store received at the Institution and shall help the Veterinary Pharmacist in keeping the stores in order.
- (7) He can be asked to perform any other duty during or beyond hospital hours by his superior.

- (8) He will report for duty half an hour before the working hours of the institution to do the cleaning/sweeping work.

76. CHOWKIDAR POSTED IN OFFICES

- (1) To keep watch and ward during and after office hours and
- (2) To take (precautionary measures relating to prevention of fire and damage to Government property.

77. ANIMAL HUSBANDRY ATTENDANT POSTED IN POULTRY FARMS

- (1) He will be responsible for feeding, watering, cleaning of sheds, and maintenance of paths flowerbeds allotted to him.
- (2) He will carry feed from the store to the pen.
- (3) He will carry water from the water source to the pens for watering birds and cleaning of sheds and other premises.
- (4) He will undertake slaughtering and dressing of birds sold for table.
- (5) He will transfer and carry birds and other stores from one shed to another or loading and unloading of these items in the vehicle.
- (6) He will dispose off the dead birds and rotten eggs in the manner as advised by his superiors.
- (7) He will undertake delivery of eggs, birds to the customers as and when required.
- (8) He will realize the sale proceeds of birds, eggs which are delivered by him outside the farm premises and deposit such cash to the Incharge sales, on day to day basis.
- (9) He will help the other technical staff in discharge of their duties.
- (10) He can be assigned any other duty or function by his superiors.

78. ANIMAL HUSBANDRY ATTENDANT POSTED IN SHEEP-FARM

- (1) They shall perform duties assigned to them by their In charge which shall broadly cover the following works:—
 - a. feeding, watering;
 - b. Grazing as per schedule fixed by the Farm Manager/DAH from time to time keeping in view the topography of the place:
 - c. Cleaning of sheds, removal of dung, urine, soiled bedding from the sheds to the manure pit
 - d. Carrying of water to the livestock shed, laboratory dispensary.
 - e. Cleaning of utensils and washing of farm premises.
 - f. Sweeping and cleaning of farm premises
 - g. Carrying of hay, green fodder, concentrate, chaffing and cutting of fodder
 - h. To render assistance during treatment, dipping drenching, preventive inoculation, weighing, docking, tattooing, AI/natural service and other farm operations.
 - i. Carrying of dead animals and to render help in conduct of postmortem, skinning of dead animals and burial of dead animals.

- j. Shearing of animals.
 - k. Carrying of lambs as and when necessary during migration
 - l. Erection of pens and enclosures.
 - m. Repair of pens and fences
 - n. Sorting and handling of ewes.
- (2) They shall be responsible for the livestock handed over to them during grazing and shall make search for any missing animal.
 - (3) All the Class-IV working/posted at the farm can be required to load, unload trucks or any other transport vehicle and will accompany the sheep in the Lorries.
 - (4) In case they are attached with Agriculture section, they shall carry out all agricultural operations like ploughing, sowing, planting, application of farm yard manure, fertilizer, irrigation of crops, harvesting of crops, thrashing of crops, carriage of fodder, chaffing of fodder, filling up of silo pits, application of pesticides and rodenticides, etc.
 - (5) Maintenance of irrigational channels and other irrigation system.
 - (6) Maintenance of farm paths, roads.
 - (7) Putting up and mending of fences around the fields.
 - (8) Watch and ward of farm property.

79. CHOWKIDAR OF THE FARM

- (1) He will keep watch and ward of the farm and will check entry of any unauthorized person, livestock in the farm;
- (2) It will be his duty to check and bring to the notice of the Assistant Director (Farm), removal of any farm article, damage to farm property including lopping of forest and fodder trees, unauthorized plucking of fruits and cutting of fodder;
- (3) He will keep vigil of any fire outbreak in the farm area and will give the fire alarm and bring it to the notice of the Assistant Director (Farm)
- (4) He will be responsible for upkeep of the farm dogs and prepare food for them;
- (5) He will keep watch on attack by wild animals to the livestock, fodder or fruit crops;
- (6) He will be responsible for switching on and switching off of the street lights and external lights of the farm buildings, whenever and wherever necessary;
- (7) During his round in and around the animals sheds, if he detects any parturition or ailment, he will immediately report it to the official Incharge of the livestock;
- (8) He can be assigned to discharge any other duty or function by the Assistant Director (Farm) including night duty.
- (9) If a gun has been given to him he will be responsible for its safe custody, upkeep and proper handling as required under Arms Act. He may test the gun to ensure its proper working at least once in a month on the instructions of the Assistant Director.

80. ANIMAL HUSBANDRY ATTENDANT POSTED IN D.I. LAB

- (1) To see that the premises are kept neat and clean and to undertake systematic disposal of morbid cultured and clinical material received or collected from the field when discontinued from investigation.
- (2) Cleaning and washing of laboratory premises, laboratory tables, sinks and other fixtures.
- (3) Cleaning and washing of glass-wares and other laboratory equipments after use.
- (4) To help in wrapping and sterilization of glass-wares.
- (5) To help in opening of carcasses for postmortem work and to assist in its disposal.
- (6) Cleaning of laboratory animals shed.
- (7) Feeding of laboratory animals.
- (8) Any other duty, which may be assigned to him by the Veterinary Officer/Assistant Director (Disease Investigation).

81. ANIMAL HUSBANDRY ATTENDANT POSTED IN CATTLE FARM

He will discharge the following functions:—

- (1) Feeding, watering and milking of animals.
- (2) Grazing, exercise and grooming of animals
- (3) Securing and tying of animals.
- (4) Cleaning of sheds, removal of dung, urine, soiled bedding from the sheds and its carriage to the manure pits.
- (5) Carrying of water to livestock sheds, laboratory, dairy, dispensary etc. both for watering of animals, cleaning of equipment and washing of premises.
- (6) Washing of dairy utensils, equipment and appliances.
- (7) Sweeping, cleaning of farm premises.
- (8) Carrying of hay, green fodder, concentrates, chaffing of fodder, carriage of any store articles of the farm.
- (9) To render assistance during treatment and preventive inoculation and artificial insemination and natural services.
- (10) Carrying of dead animals and help in the conduct of postmortems and skinning of dead animals and the burial of dead animals.

82. CLEANER

He will assist the Driver in performing his duties.